

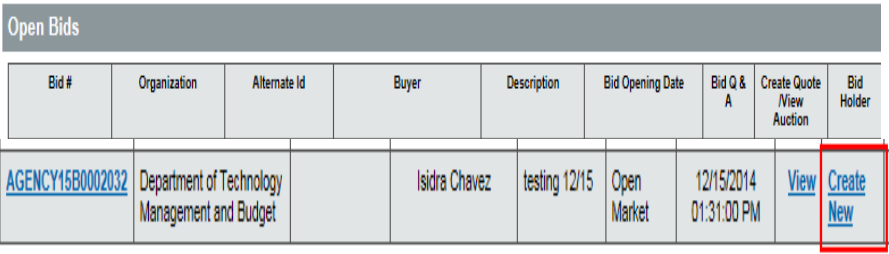
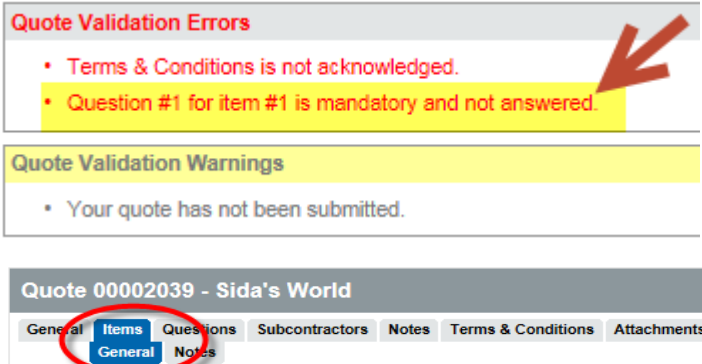
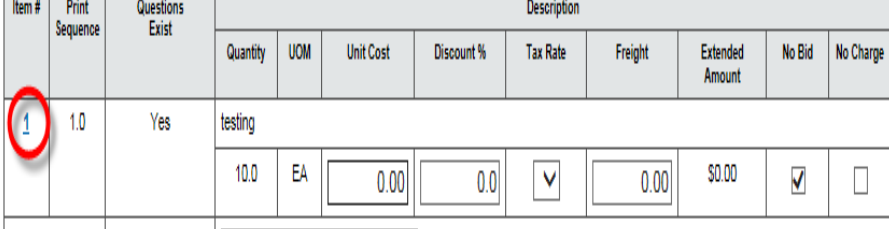
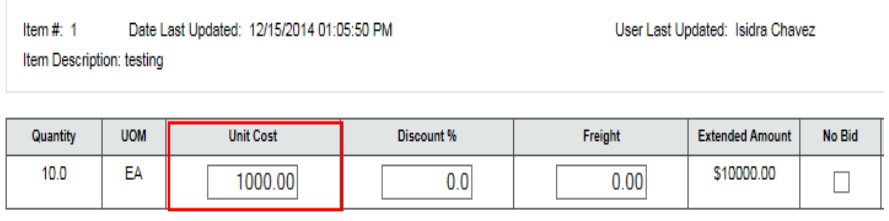
Introduction

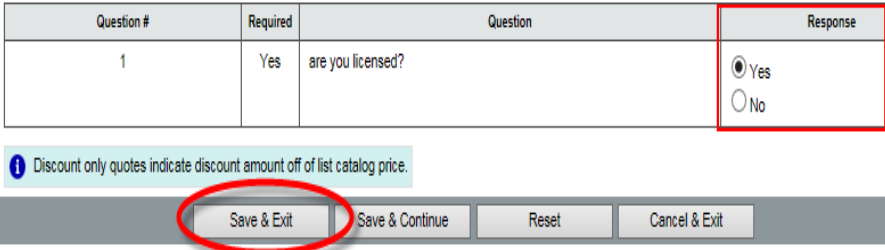
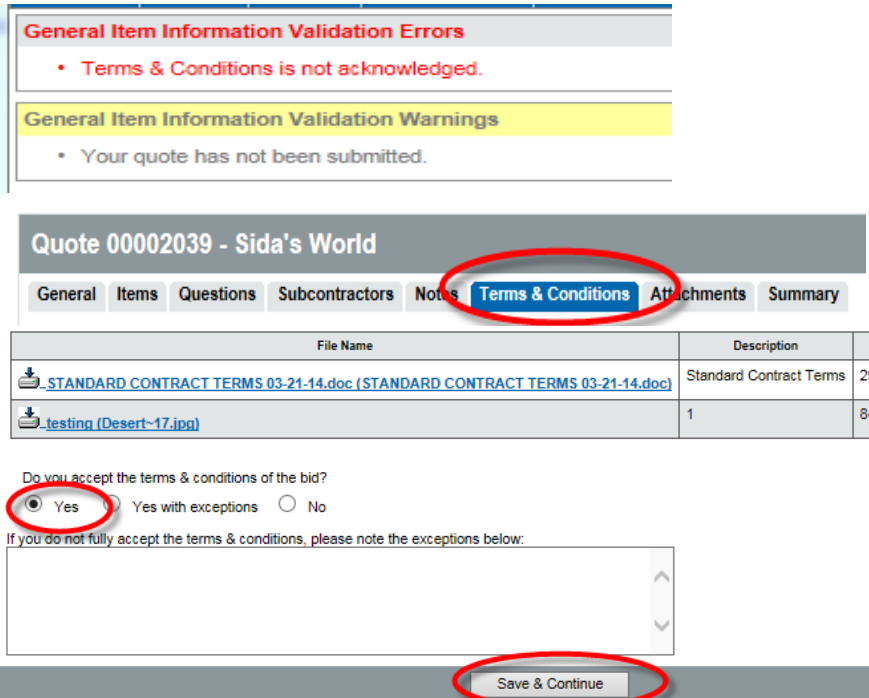
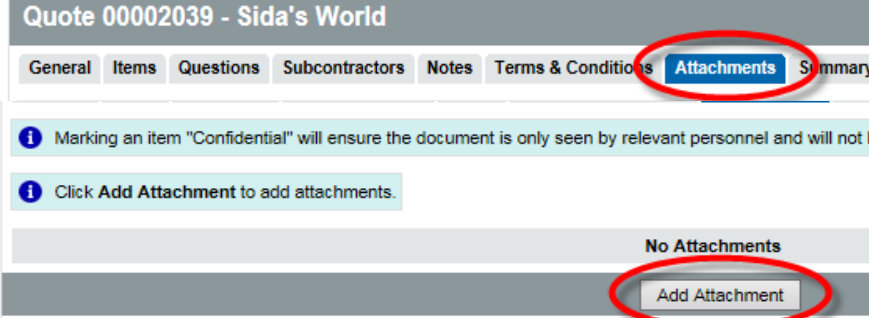
The “How to Access & Respond to Mandatory Item Questions” Quick Reference Guide is designed to provide the minimum steps necessary in accessing & responding to specific Item questions on a Bid Solicitation.

Pre-requisites

You must be a Registered Vendor in Buy4Michigan.

Steps

<p>Step 1:</p> <p>a.) From the Open Bids section, choose the appropriate Bid and click the Create New link.</p>	
<p>Step 2:</p> <p>Above the screen you will see a Validation Error message indicating there is a mandatory question(s) not answered yet.</p> <p>a.) Moving from left to right on the Header Tabs, select the Items Tab to complete the mandatory question(s).</p>	
<p>Step 3:</p> <p>a.) Click the Item # link in the Item # column to access the mandatory question(s).</p>	
<p>Step 4:</p> <p>a.) Answer the mandatory question(s) below the quote section.</p> <p>b.) Click Save & Exit once complete.</p>	

	
<p>Step 5:</p> <p>The error message regarding the mandatory question will disappear once answered.</p> <p>Complete your quote by following the remaining steps:</p> <ol style="list-style-type: none"> Select the Terms & Conditions Tab. Accept the T&C's. 	
<p>Step 6:</p> <ol style="list-style-type: none"> Select the Attachments Tab. Upload necessary documents. 	

Step 7:

- a.) Select the **Summary Tab**.
- b.) Scroll down to the bottom of the page and click the **Submit Quote** button.

Quote 00002039 - Sida's World

General Items Questions Subcontractors Notes Terms & Conditions Attachment **Summary**

Print Submit Quote Cancel Quote